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ABSTRACT

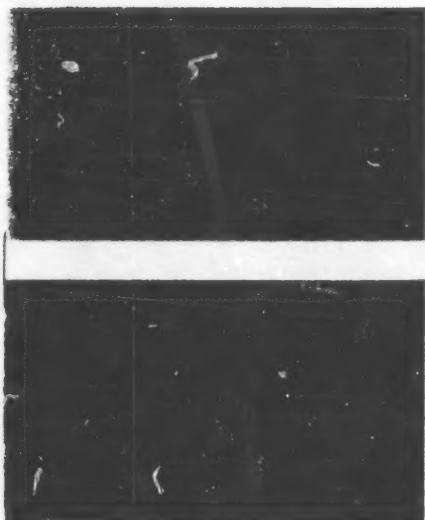
Designed for employers in the Dallas County area, this guide provides questions and answers on cooperative education in the Dallas County Community College District (DCCCD). Introductory material defines cooperative education as a process in which schools and industry participate to provide a relevant working experience for students and provides a brief history of the development of cooperative education in the United States. Next, the guide illustrates the steps in the cooperative education process, indicating that: (1) the employer pinpoints needs and defines positions, contacts the cooperative education director at the college, and selects students; (2) the instructor/coordinator meets with the student and supervisor to establish objectives and discuss program requirements; (3) the student works toward the fulfillment of the objectives; and (4) the instructor/coordinator evaluates the student's progress, submits a report, and issues a grade. The next sections discuss cooperative education students and their expectations, and outline the roles of the instructor/coordinator, supervisor, and student. Next, the guide highlights the benefits of cooperative education for the student, employer, college, and community. Finally, the 51 cooperative work experience programs offered by the seven colleges in the District are listed. (HB)

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COOPERATIVE EDUCATION

Employer's Guide



DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

INTRODUCTION
WHAT IS CO-OP/HOW DOES IT WORK?
WHO ARE THE STUDENTS?/ROLES
BENEFITS
TECHNICAL OCCUPATIONAL PROGRAMS

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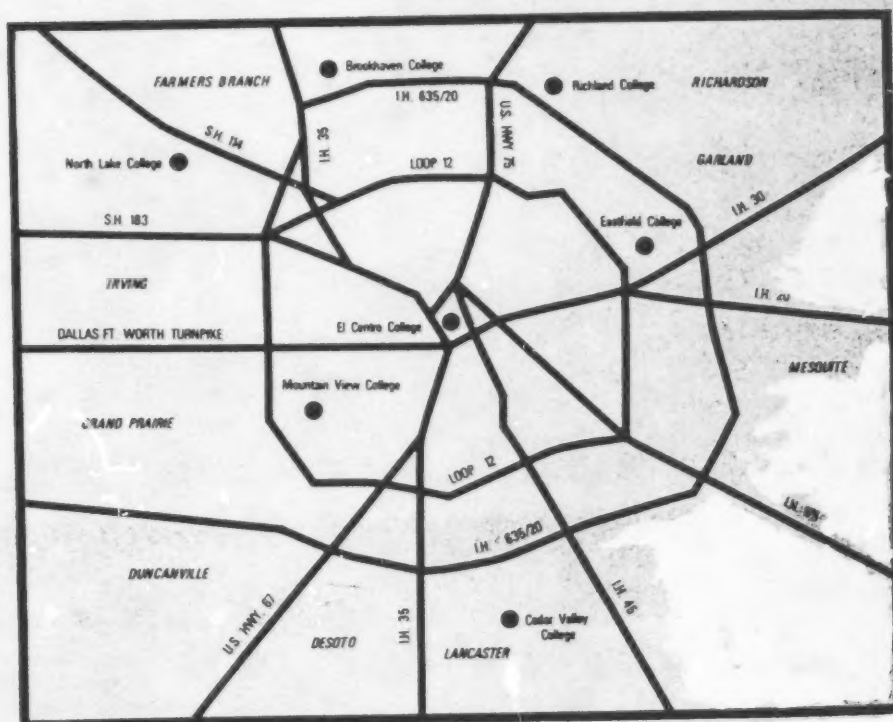
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DEAR EMPLOYER:

Work-Study . . .
Internship . . .
Work Experience . . .
Extended Day Program . . .

Cooperative Education is known by all of these names — and you've probably heard many more. No matter what term is used, however, each defines a process of education in which schools and industry participate to provide a relevant working experience for students. It is also an excellent source of temporary and potentially permanent personnel for employers.

The concept of Cooperative Education originated in 1906 at the University of Cincinnati. Growth of the program was slow until the latter part of the 1960's when an increased concern for relevancy of education became evident. Since 1963, the number of institutions in the United States offering Cooperative Education programs has grown rapidly and over 200,000 students are involved in various programs.

What are some of the benefits of such programs for employers?
How much do programs cost?
Must students be entitled to company benefit packages?
As an employer, you must be asking these very questions—and more.

And, if you agree that the program has merit for you and your particular needs, where do you go from there?

Whom do you contact?
How do you begin?

This booklet has been provided by the Dallas County Community College District to answer the questions you may have concerning Cooperative Education.

We hope that after reading the facts, you'll agree that Cooperative Education is one of the most progressive programs offered today—one of mutual benefit to employers, students, and educational institutions alike.

Sincerely,

Cooperative Education Directors
Dallas County Community College District

WHAT IS COOPERATIVE EDUCATION?

Cooperative Education matches classroom learning and practical job experiences. This learning opportunity is planned so employers, students, and college instructors work together to reach optimal educational goals.

This on-the-job learning experience results in better training to meet the employment demands of our community.



HOW DOES IT WORK?

1. PINPOINT NEEDS AND DEFINE POSITIONS

- Is a full-time worker what you had in mind?
- Will a part-time worker better suit your needs?
- What will be the students' responsibilities and duties?
- What kind of experiences will the position provide the student?

2. CONTACT COLLEGE COOPERATIVE EDUCATION DIRECTOR

- The college will screen students and refer them to the employer for interviews.

3. SELECT STUDENT(S)

- Once the company selects a coop student, the student advises his/her college Instructor/Coordinator.
- The employer notifies the company supervisor of the coop student.
- The student enrolls for Cooperative Education at the college and begins and/or continues work.

4. FIRST INSTRUCTOR/COORDINATOR VISIT

- An Instructor/Coordinator from the college will meet with the supervisor and coop student to establish objectives and discuss program requirements.

5. DURING THE SEMESTER

- Student works toward achievement of objectives under guidance of supervisor.
- Student attends seminars and submits monthly time cards to Instructor/Coordinator.

6. FINAL INSTRUCTOR/COORDINATOR VISIT

- Toward the end of the semester the Instructor/Coordinator will again meet with the student and supervisor to evaluate student's progress toward achieving the objectives.

7. END OF SEMESTER

- Student submits Student Objectives Report form to Instructor/Coordinator and completes all other requirements.
- A final grade is reported to the Registrar by the Instructor/Coordinator.

WHAT IS CO-OP/HOW DOES IT WORK?

WHO ARE THE COOPERATIVE EDUCATION STUDENTS?

DCCCD students who want to achieve . . . gain experience, and be professional in their chosen careers.

They have approval from a college Instructor/Coordinator in their major field.



They are completing basic courses in their field.

They may be part-time or full-time students.

They have high expectations of:

- ★ developing self - confidence, maturity, professional skills, and an understanding of human relations.
- ★ receiving earnings to help defray the cost of their education.
- ★ gaining professional contacts which may be used as references or may lead to offers of employment after graduation.

Cooperative Education students are ready to enter their career field, to be gainfully employed, and to build job security.



THE INSTRUCTOR/COORDINATOR'S ROLE

- ★ The Instructor/Coordinator will make a minimum of two job-site visits for each student. The student, supervisor, and instructor should be present at each visit.
- ★ The Instructor/Coordinator will provide 16 hours of student seminar activities each semester.
- ★ The Instructor/Coordinator will submit to the Cooperative Education office a copy of the signed Training Station and Job-Related Learning Objectives agreements.
- ★ The Instructor/Coordinator will receive and review student time cards to determine whether work-time requirements are being met.
- ★ The Instructor/Coordinator will assign the final grade for the work done by the student on the job-site and in the seminars.

THE SUPERVISOR'S ROLE

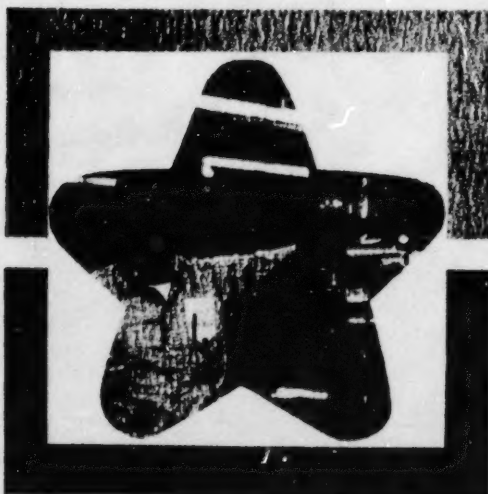
- ★ Agree to participate in the Cooperative Education Program.
- ★ Sign a Training Station Agreement with the student and the college.
- ★ Assist in the development of job-related learning objectives.
- ★ Assist the student in achieving the objectives.
- ★ Participate in a minimum of two job-site visits with the Instructor/Coordinator.
- ★ Verify and sign monthly time cards.
- ★ Participate in student evaluation.

THE STUDENT'S ROLE

- ★ Apply for admission to the program and interview with the Instructor/Coordinator.
- ★ Complete and obtain signatures on the Training Station Agreement.
- ★ Establish objectives with the help of the Supervisor and Instructor/Coordinator.
- ★ Complete and obtain signatures on the Job-Related Learning Objectives form.
- ★ Turn in time cards and other documents to Instructor/Coordinator on time.
- ★ Attend all seminars and complete required seminar activities.
- ★ Complete and sign Student Objective Report and turn it in to the Instructor/Coordinator at the end of the semester.

BENEFITS TO THE COLLEGE

- ★ Provides a college - community interchange.
- ★ Improves student retention.
- ★ Achieves greater responsiveness to community need.
- ★ Facilitates realistic counseling.
- ★ Clarifies the college function in the community.
- ★ Familiarizes employers with the skills of community college students.
- ★ Focuses on the student process of making career choices.
- ★ Provides for continual self-renewal of faculty.
- ★ Facilitates effective use of college and community resources.
- ★ Allows for immediate feedback regarding program success.
- ★ Recruits new students.



BENEFITS TO THE COMMUNITY

- ★ Provides a source of college-educated workers.
- ★ Increases rapport between college and community.
- ★ Increases student's sense of citizenship and responsibility.
- ★ Increases the likelihood that students will remain in the community.
- ★ Introduces students to community opportunities.
- ★ Provides preparatory training for management, professional, and technical employment.

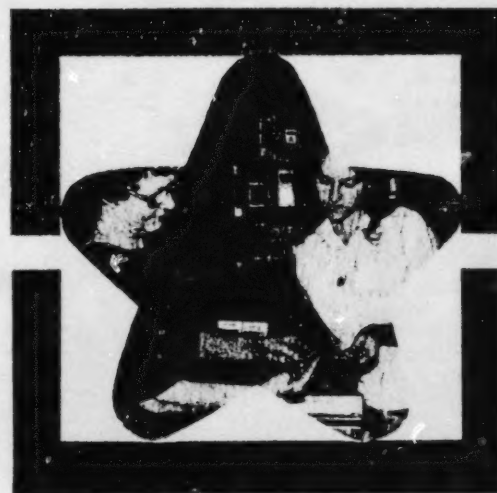


BENEFITS TO THE STUDENT

- ★ Helps the student decide on a career.
- ★ Increases potential for placement, advancement, and pay.
- ★ Emphasizes the importance of assuming responsibility.
- ★ Sensitizes students to academic performance and staying in college.
- ★ Instills attitudinal skills critical to successful job performance.
- ★ Provides job-matching educational goals.
- ★ Sensitizes students to interpersonal relationships.
- ★ Provides direct contact with career professionals.
- ★ Increases problem solving skills.

BENEFITS TO THE EMPLOYER

- ★ Provides experienced students who may become permanent employees.
- ★ Allows for careful screening of trainees for permanent employment or promotion.
- ★ Provides college credit for employee work experiences.
- ★ Tends to reduce employee turnover.
- ★ Provides a source of motivated temporary employees.
- ★ Allows the employer to influence the college program.
- ★ Contributes in a positive way to community good will.
- ★ Provides a professional counseling staff for trainees.
- ★ Trains employees who are in need of additional skills.
- ★ Releases professional employees from basic or elementary tasks.



COOPERATIVE WORK EXPERIENCE PROGRAMS

	Brookhaven	Cedar Valley	Eastfield	El Centro	Mt. View	North Lake	Richland
Accounting	X	X	X	X	X	X	X
Advertising Art	X						
Air Conditioning & Refrigeration		X	X			X	
Animal Medical Technology		X					
Apparel Design				X			
Architectural Technology				X			
Auto Body	X		X				
Auto Parts	X						
Automotive Technology (Mechanic)	X	X	X				
Aviation Technology Options							
Air Cargo Transport					X		
Airline Marketing					X		
Fixed Base Operations/Airport Mgmt.					X		
Aircraft Dispatcher					X		
Avionics Technology					X		
Banking and Finance						X	X
Building Trades Options							
Carpentry						X	
Electricity						X	
Child Development	X		X				
Commercial Music		X					
Data Processing Operator				X			
Data Processing Programmer				X			
Diesel Mechanics						X	
Digital Electronics Technology			X				
Distribution Technology						X	
Drafting and Design Technology			X	X	X		
Educational Paraprofessional			X	X	X		
Electronics Technology (General)					X		
Engineering Technology Options							
Electric Power							X
Electro-Mechanical							X
Fluid Power							X
Quality Control							X
Food Service Dietetic Technician				X			
Food Service Operations				X			
Graphic Arts			X				
Hotel/Motel Management				X			X
Human Services-Mental Health							X
Human Services-Social Work Associate			X				X
Interior Design				X			
Legal Assistant				X			

Richland
North Lake
Mt. View
El Centro
Eastfield
Cedar Valley
Brookhaven

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